

# JOB OPPORTUNITY



## UCEP Bangladesh

Underprivileged Children's Educational Programs (UCEP) Bangladesh is a leading national non-government organization in Bangladesh. It strives to inculcate marketable skills among the hardcore poor urban working children and adolescents through Integrated General & Vocational Education (IGVE) followed by Technical Education (TE) and on the job apprenticeship through its Employment Support Services (ESS) in close collaboration with potential entrepreneurs and enterprise/industries throughout Bangladesh. At present over 46,000 children and adolescents are enrolled with UCEP Programs through its 63 institutions at seven divisional headquarters and Gazipur district.

UCEP invites applications from the Bangladeshi citizens to recruit for the following positions for its technical schools at divisional/district head quarters.

### **1. Assistant Unit Administrator (Refrigeration and Airconditioning) : Post-1**

#### **Educational Qualification**

- B.Sc in Engineering (Electrical & Electronic) / Diploma in Engineering (Refrigeration and Airconditioning) from any recognized institute/ university with good academic background.

### **2. Assistant Unit Administrator (Tailoring and Industrial Sewing Operation): Post-1**

#### **Educational Qualification**

- Bachelor Degree in any discipline/ Diploma in Engineering (Garments Design and Pattern Making)/Diploma in Textile from any recognized institute/ university with good academic background.

### **3. Assistant Unit Administrator (Welding & Fabrication): Post-1**

#### **Educational Qualification**

- B.Sc in Engineering (Mechanical) /Diploma in Engineering (Mechanical/ Shipbuilding) from any recognized institute/ university with good academic background.

### **4. Assistant Unit Administrator (Offset Printing Technology): Post-1**

#### **Educational Qualification**

- Diploma in Engineering (Printing) from any recognized institute/ university with good academic background.

### **Summary of main tasks for SI # 01-04**

- Monitor and evaluate the quality of classroom teaching in Technical School.
- Prepare class routine, work plans to ensure the quality education.
- Take initiative for development and implementation of teaching materials.
- Conduct classes and supervise classroom teaching.
- Prepare budget, physical target and MIS report.
- Carryout other relevant tasks assigned by the Authority as and when required.

### **Experience for SI # 01-04**

- 2 years experience for B. Sc Engineers, Bachelor Degree holders and 5 years experience for Diploma Engineers in large industry/organization or teaching experience in technical school after obtaining the requisite academic qualification.
- Teaching experience in technical education is preferable.
- Conversant with MS Office package

**Salary and benefits for SI # 01-04:** Monthly salary BDT 21000 plus other admissible benefits

### **5. Assistant Instructor(Electrical)**

#### **Educational Qualification**

- Diploma in Engineering (Electrical) from any recognized institute/university with good academic background.

#### **6. Assistant Instructor(Electronic)**

##### **Educational Qualification**

- Diploma in Engineering (Electronic) from any recognized institute/university with good academic background.

#### **7. Assistant Instructor(Mechanical)**

##### **Educational Qualification**

- Diploma in Engineering (Mechanical) from any recognized institute/university with good academic background.

#### **8. Assistant Instructor(Refrigeration & Air-conditioning)**

##### **Educational Qualification**

- Diploma in Engineering (Refrigeration & Air-conditioning) from any recognized institute/university with good academic background.

#### **09. Assistant Instructor(Apartment House Management)**

##### **Educational Qualification**

- Diploma in Engineering (Electrical/ Mechanical) from any recognized institute/university with good academic background.

#### **10. Assistant Instructor(Aide to Nurse)**

##### **Educational Qualification**

- Diploma in Nursing from any recognized institute/university with good academic background.

#### **11. Assistant Instructor(Tailoring & Industrial Sewing Operation)**

##### **Educational Qualification**

- Bachelor degree in any discipline or Diploma in Engineering (Garments Design and Pattern Making /Diploma in Textile) from any recognized institute/university with good academic background.

#### **12. Assistant Instructor(Industrial Wool Knitting Operation)**

##### **Educational Qualification**

- Bachelor degree in any discipline or Diploma in Engineering (Garments Design and Pattern Making/Diploma in Textile) from any recognized institute/university with good academic background.

#### **Summary of main tasks for SI # 05-12**

- Assist in selecting children for enrolment in technical school.
- Prepare lesson plans, worksheets and teaching aids.
- Conduct classes/ lessons regularly for quality skill training.
- Conduct field visits to follow up children at his/her community.
- Carry out other relevant tasks assigned by the UCEP authority as and when required.

#### **Experience for SI # 05-12**

- 02 years relevant experience after obtaining the requisite academic qualification
- Teaching experience in technical school is preferable

**Salary and benefits for SI # 06-12:** Monthly salary BDT 16000 plus other admissible benefits

Please apply online attaching your updated resume addressed to the Director, Human Resource Management, UCEP Bangladesh through [www.bdjobs.com](http://www.bdjobs.com) (under NGO category) on or before **29 March 2013**. Only short-listed candidates will be contacted. The Authority reserves the right to accept or reject any application without assigning any reason whatsoever.

**Female candidates are especially encouraged to apply**  
**Request for any candidate will be taken as disqualification of his/her candidature.**